

Step by Step Instruction: How to Conduct Direct Certification using the State Match Method

Professional Standards Learning Code 3120
Length: 30 minutes



Revised March 2016

"How to Conduct Direct Certification using the State Match Method" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Objectives

This training will provide guidance on:

- How to conduct Direct Certification using the State Match function;
- How to understand the results
- Frequently Asked Questions about the results

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light green like you see on this slide.



State Match Method

The Step by Step Instruction will review:

State Match and SAIS Overview	Slides 5-9
Log into CNP Direct Certification	Slides 10-17
Conducting State Match	Slides 18-20
Results of State Match Report	Slides 21-26
Report Results FAQ	Slides 27- 31

*The following slides will only cover how-to instructions for State Match. **Please refer back to the ADE webpage for other upload methods.***

State Match and SAIS Overview

Student Data: SAIS ID

Student Accountability Information Services ID (SAIS IDs)

- **SAIS Student ID** - Arizona department of education generates each student with a SAIS ID that acts as a student identifier from K-12th grade.
- SAIS IDs can be utilized to conduct CNP Direct Certification only if the site annually reports SAIS data to SAIS division of Arizona Department of Education (ADE).

*If your school does not report SAIS data to ADE, the State Match option will not provide results and will show zero (0) students and matches. This will affect all search methods using SAIS IDs: State Match, File Upload using SAIS IDs and Individual Student Look Up using SAIS IDs.

ADE SAIS: <http://www.azed.gov/student-accountability/>

SAIS Support Center:

Phone: 602-542-7378

Toll Free: 1-866-577-9636

Email: ADESupport@azed.gov

Comprehension Check

Can you use the State Match method if your school or district does not report SAIS ID information to ADE?

- A. Yes. All search methods are available to all districts.
- B. Yes. You can use whatever student ID numbers are assigned by your school and send them to SAIS even if your district doesn't do it.
- C. No. The State Match method only works if the school or district reports student information in the SAIS ID system.



Comprehension Check

Can you use the State Match method if your school or district does not report SAID ID information to ADE?

- A. Yes. All search methods are available to all districts.
- B. Yes. You can use whatever student ID numbers are assigned by your school and send them to SAIS even if your district doesn't do it.
- C. **No. The State Match method only works if the school or district reports student information in the SAIS ID system.**

If your school or district does not report to SAIS, the state match method will not work and you will receive zero match results. You will need to use a file upload search using standard or social security number format. Refer to the other Step by Step guides for these methods for guidance on how to conduct direct certification using these other methods.



State Match Method

State Match

- This method is recommended to search the eligibility of a large number of students.
- 1. Ensure SAIS data has been downloaded to the SAIS database
- 2. User selects all or specific sites to run the report

*The following slides will only cover how to create, save, upload and run the Direct Certification report for the **State Match Method**.*

Please refer back to the ADE webpage for other upload methods.

Log into CNP Direct Certification

Log into CNP Direct Certification

1. Go to the ADE health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/>



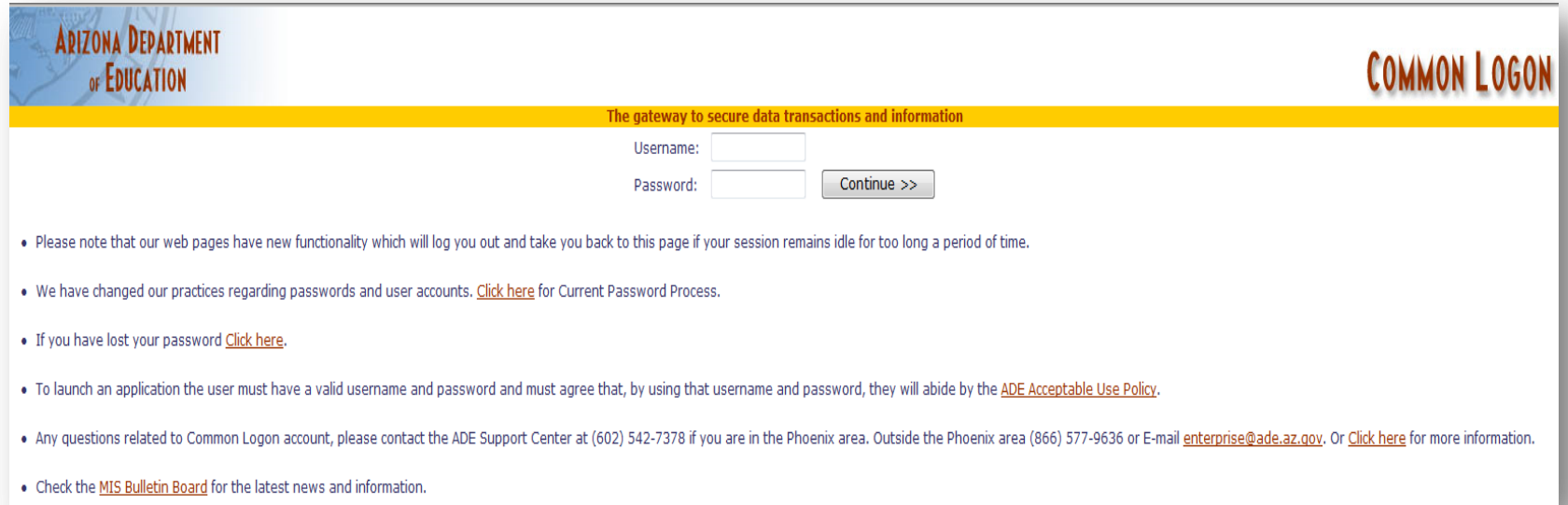
Log into CNP Direct Certification

2. Locate “Common Logon” on the upper right of the webpage. Click on the Common Logon link.



Log into CNP Direct Certification

A new webpage will load. It should look like this screen.



The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. At the top left is the 'ARIZONA DEPARTMENT OF EDUCATION' logo. At the top right is the text 'COMMON LOGON'. Below the logo is a yellow banner with the text 'The gateway to secure data transactions and information'. The main content area contains a login form with 'Username:' and 'Password:' labels, each followed by a text input field. To the right of the password field is a 'Continue >>' button. Below the form is a list of five bullet points providing additional information and links.

ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



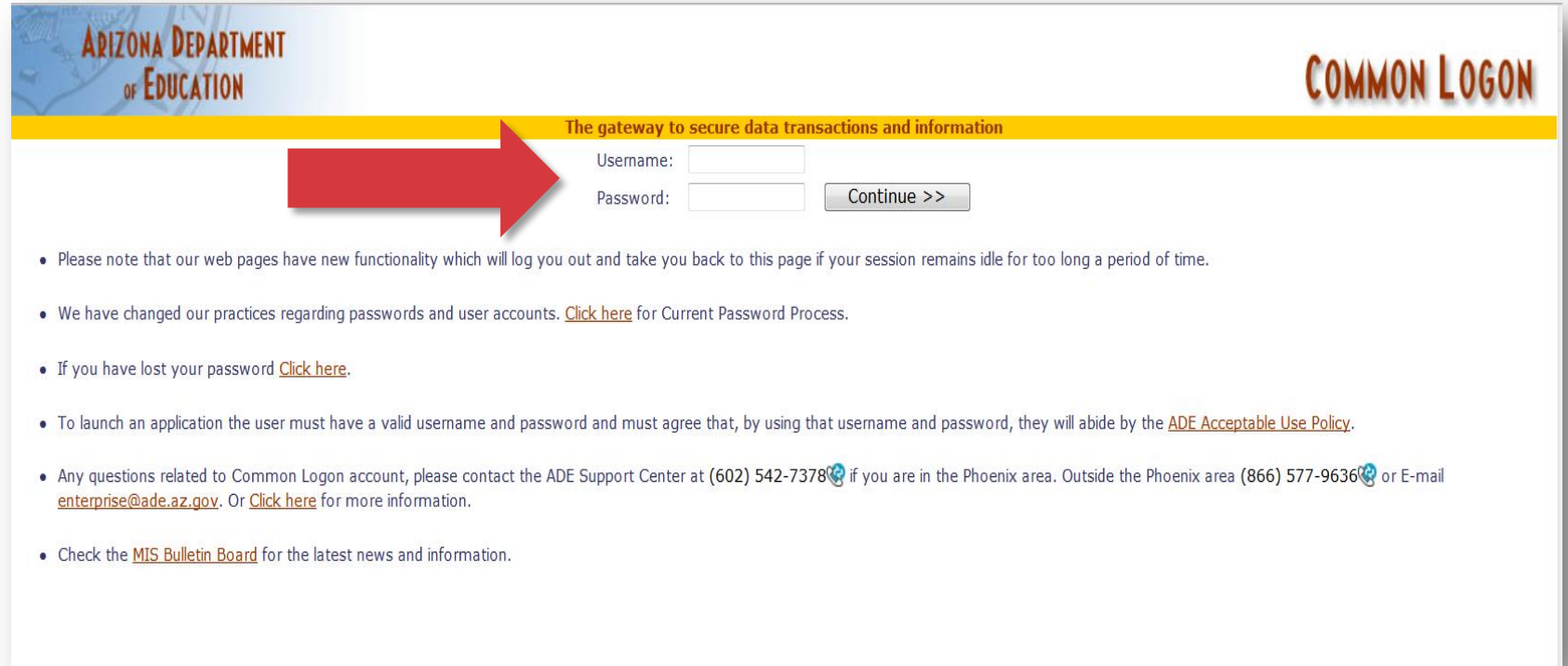
You must have a user name and password in order to access Common Logon.

At <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Read the Online Training Manual
2. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
3. Receive Common logon username and password in 7-10 days

Log into CNP Direct Certification

3. Enter your Username and Password.



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of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

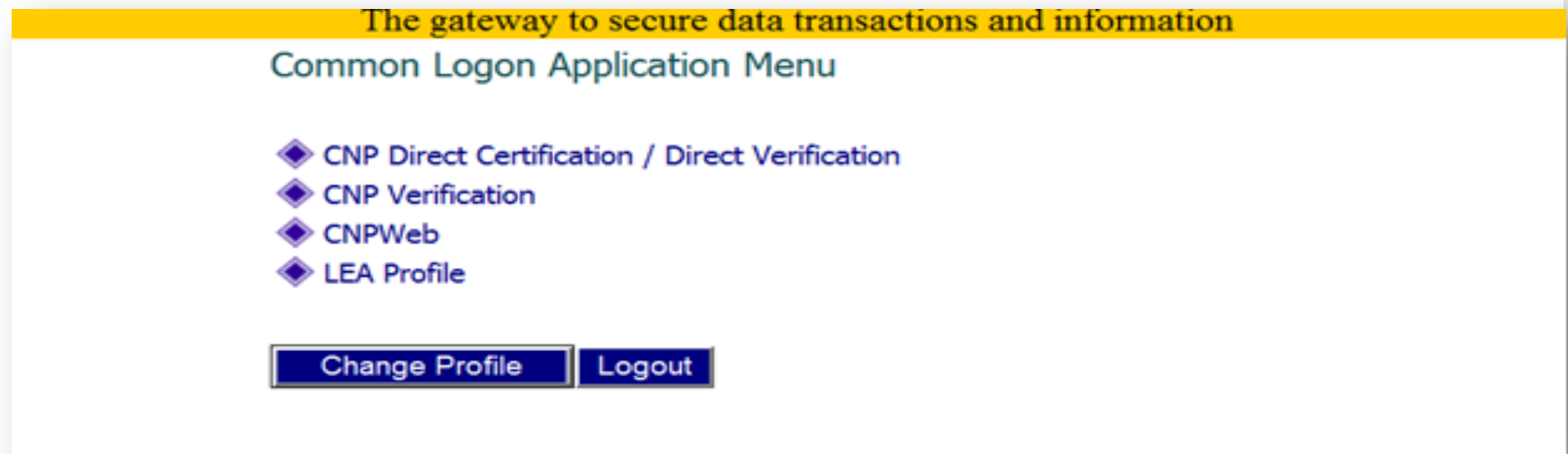
Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Log into CNP Direct Certification

Once logging in, your webpage will show all Common Logon Applications you have access to.



You must have access CNP Direct Certification/Direct Verification.
This is an additional option on the Common Logon Permissions form.

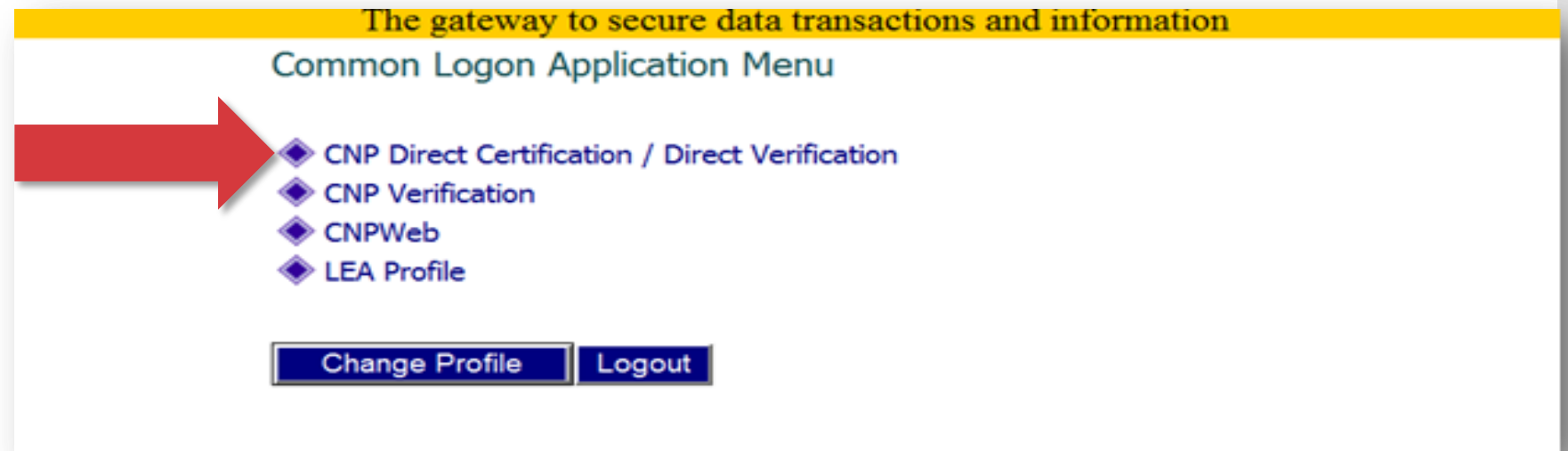
****If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:***

At <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to ADD the Direct Certification permission. Send to ADE.
2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

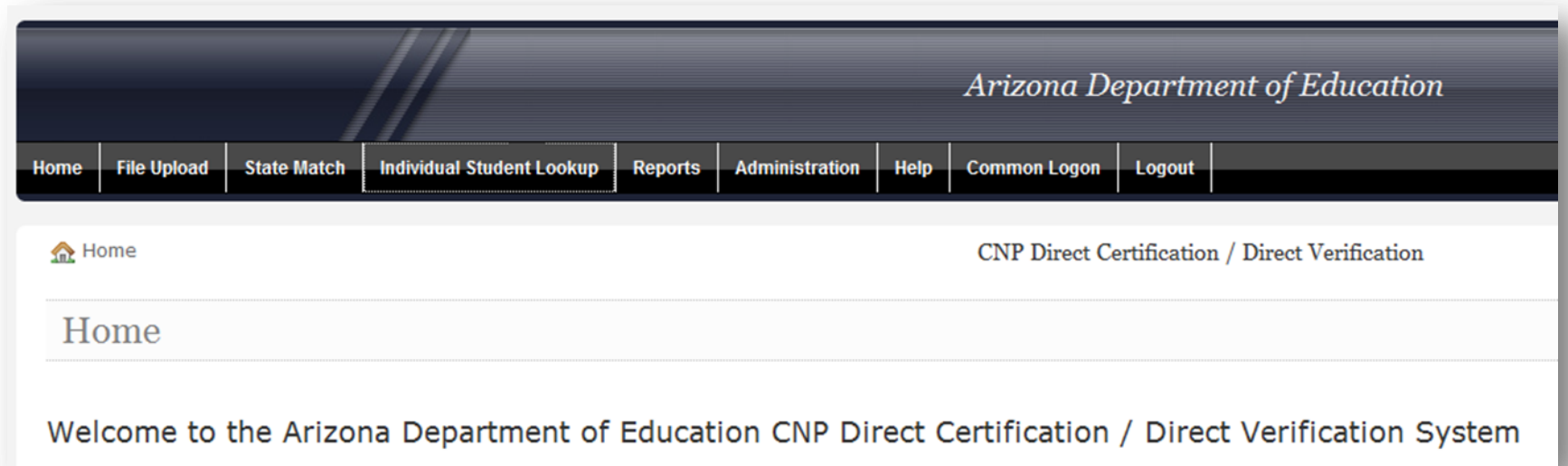
Log into CNP Direct Certification

4. Click on CNP Direct Certification/Direct Verification



Log into CNP Direct Certification

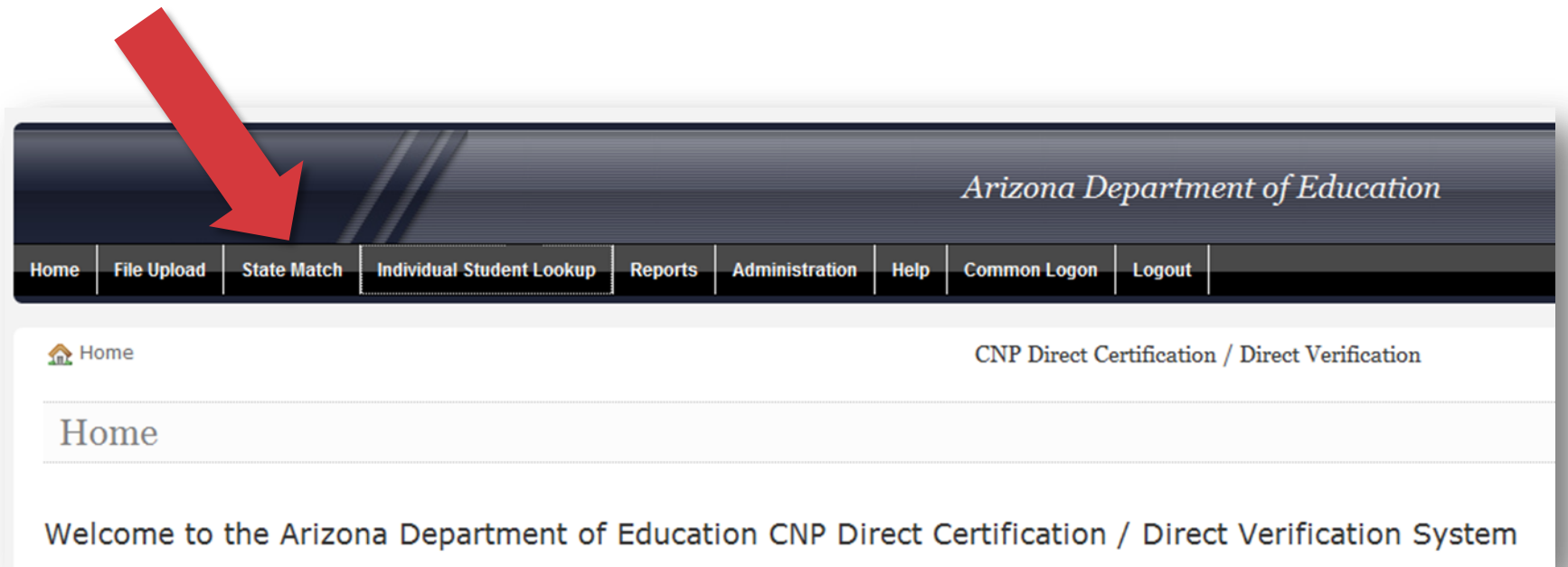
A new screen will load. It should look like this.



Conduct State Match

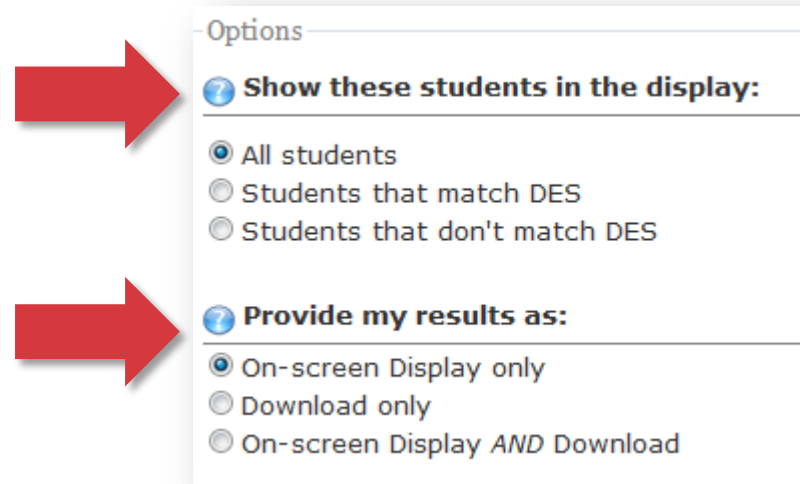
Conduct State Match

5. Click on the option “State Match” found at the top of the webpage.




Conduct State Match


6. Select what you want to display in your search:



Options

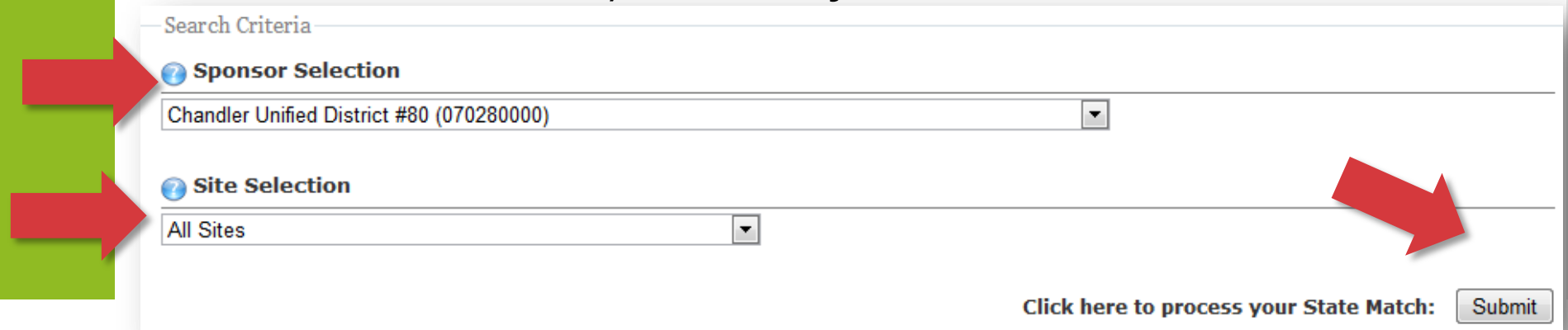
 **Show these students in the display:**

- ☒ All students
- ☐ Students that match DES
- ☐ Students that don't match DES


 **Provide my results as:**

- ☒ On-screen Display only
- ☐ Download only
- ☐ On-screen Display *AND* Download


7. Select your organization from the *Sponsor Selection* drop down list; then select to search by *All Sites* or just one site. Click *Submit*.



Search Criteria

 **Sponsor Selection**

Chandler Unified District #80 (070280000) ▼

 **Site Selection**

All Sites ▼

Click here to process your State Match:

Results of CNP Direct Certification

Changes to CNP Direct Certification View effective May 2014

- ADE's CNP Direct Certification/Direct Verification system has been updated. Specifically, the match results now include additional data columns with program participation information. These new columns have been added to ensure LEAs can accurately report student eligibility information when it is required for the CNP Verification Summary Report. The new columns are SNAP, TANF, MA, and Foster. The DES Results column (Match or No Match) is still displayed. **LEAs must continue to utilize the DES Results column to determine if a student is Directly Certified.** Please note, students participating in more than one program will only be counted once in the total "Matches Found" section of the Results box. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/ to view Step-by-step Instruction for using the CNP Direct Certification system.

State Match Results

Your results page will look like this for the State Match format:

Results

Search Type:	State Match		
Sponsor / Site:	AZ High School		/ All Sites
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:12 AM
Students Processed:	0	Displaying:	Matches, Non-Matches
Matches Found:	3	Non-Matches Found:	0
SNAP:	0	MA:	0
TANF:	0	Foster:	0

School Student ID	SAIS ID ^	First Name	Last Name	Birthdate	School Name	DES Results	DES Decision Date	SNAP	TANF	MA	Foster
12547893		John	Smith	12/1/2000	AZ High	No Match					
98589678		Mark	Morris	1/1/2001	AZ High	Match			Y		
19636989		Lilly	James	8/5/2001	AZ High	No Match					



I do not see all my sites listed.

Few possibilities:

- *Ensure all SAIS IDs have been uploaded to ADE via your SAIS coordinator.*
- *Ensure sites are approved in CNP Web. If the site is not approved, the site will not be listed on CNP Direct Certification*
- *If you the site is not a "legal entity" of the Sponsor, the site will not populate in the drop down listing. The site must be searched using File Upload or Individual Student Look Up.*

State Match Results



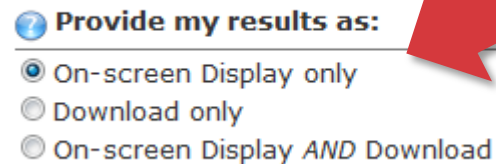
The CNPWeb Direct Certification application does NOT save your full report. The webpage only records a report has been run. Once user closes out of window, user must re-run the search to get the results.

You must keep this report for your records.

Ensure you have either:

#1. Print report directly from webpage, **OR**

#2. Download the report to save on your computer to access at any time.



In the example, the option was to provide on-screen display results only. If you choose this option, print report directly from webpage.

**If you want to download results to save to your computer, search again and choose the Download option.*

Comprehension Check

True or False: Once you see the results, you are done with Direct Certification.

- A. True.
- B. False. You have to email ADE to let them know you did Direct Certification. Once you do that, you are done.
- C. False. You must save or print your report and keep them on file. Once you have saved and/or printed the results, you are done conducting Direct Certification



Comprehension Check

True or False: Once you see the results on the screen, you are done with Direct Certification.

- A. True.
- B. False. You have to email ADE to let them know you did Direct Certification. Once you do that, you are done.
- C. **False. You must save or print your report and keep them on file. Once you have saved and/or printed the results, you are done conducting Direct Certification.**

All LEAs must keep these results on file. They can be saved electronically, printed out, or you can do both. The key is that you must be able to access the results at any time.



Report Results

FAQ

Report Results FAQ

Q1. Do I need to download my results or can I just print the webpage?

*Whichever method works better for the user. Upon request, the SFA must provide a copy of the original report and the date it was collected. **Please note, when downloaded, the top summary bar (including date report was run) is not included.***

Results											
Search Type:		State Match									
Sponsor / Site:		AZ High School					/ All Sites				
Prepared by:		Mia Calamia				Date Prepared:		5/28/2014 8:12 AM			
Students Processed:		0				Displaying:		Matches, Non-Matches			
Matches Found:		0				Non-Matches Found:		0			
SNAP:		0				MA:		0			
TANF:		0				Foster:		0			
School Student ID	SAIS ID ^	First Name	Last Name	Birthdate	School Name	DES Results	DES Decision Date	SNAP	TANF	MA	Foster
12547893		John	Smith	12/1/2000	AZ High	No Match					
98589678		Mark	Morris	1/1/2001	AZ High	Match	06/31/2012			Y	
19636989		Lilly	James	8/5/2001	AZ High	No Match					


Report Results FAQ

Q2. Why is the student showing up more than once?

The may have been given multiple School Student IDs (i.e. transferred schools). The database will list ALL School Student IDs given to that student who has is only granted one SAIS ID. However, the DES result will be the same for all different School Student IDs.

Results

Processed as:		SAIS ID	
Prepared by:	Mia Calamia	Date Prepared:	5/29/2014 9:25 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	7	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	7
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

[Click here to download your results:](#) 


Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						


Report Results FAQ

Q3. On my results page, is it ok if the column “Decision Date” is blank?

Yes, it is ok if the column Decision Date is blank on the results report.

Results											
Processed as:		SAIS ID									
Prepared by:		Mia Calamia		Date Prepared:		5/29/2014 9:25 AM					
Direct Verification:		No		Displaying:		Matches , Non-Matches					
Records Processed:		7		Validation Errors Found:		0					
Matches Found:		0		Non-Matches Found:		7					
SNAP Matches:		0		MA Matches:		0					
TANF Matches:		0		Foster Matches:		0					

Click here to download your results: 



Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						

Report Results FAQ

Q4. On my results page, if there is a “Decision Date” next to the student, does their FREE meal benefits start at that date?

No, the student is directly certified and begins receiving free meal benefits the date the report was run and the first time they are “Matched” within the program year.

Results

Processed as:	SAIS ID	
Prepared by:	Mia Calamia	Date Prepared: 5/28/2014 8:35 AM
Direct Verification:	No	Displaying: Matches , Non-Matches
Records Processed:	72	Validation Errors Found: 0
Matches Found:	0	Non-Matches Found: 72
SNAP Matches:	0	MA Matches: 0
TANF Matches:	0	Foster Matches: 0

Click here to download your results: 

Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1235268	0023526231	Anthony	Burch	11/10/1996	11/15/00	12/15/2013	Y				

Technical Assistance

If you have any questions on the eligibility when certifying children with Direct Certification, use:

The Eligibility Manual for School Meals found at:

<http://www.azed.gov/health-nutrition/nslp/manuals/>

*For other Direct Certification upload methods,
refer back to the ADE webpage.*

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